

4171-11(x 10)

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number
76-142

Application Date:

May 11, 1976

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 13 1982

76-142-A

JAN 19 1983

Record Series Title: Comprehensive Employment Training
Act (CETA) Trainee Paid
Allowance Check Files

Person to Contact: W. F. Reynolds

Item number to be amended:

Telephone No. 656-3074

24 and 25

Reads as follows:

Item 24: require files to be kept 4 years; administrative decision.

Item 25: Cut off file at end of F.Y., hold in current file area 1 year or until
federal or state audit is completed, whichever is later; then transfer
to State Records Center; hold 3 years, then destroy.

Amended to read:

Item 11: Federal Retention Instructions, Prime Sponsor instruction No. 80-025

Item 12: Records created on or before 30 Sept. 1978: Destroy 30 September 1983.
Do not destroy until all audit questions are resolved.
Records created on or after 1 October 1978: Cut off files at end of
each fiscal year; hold in current files area 1 year; then transfer
to State Records Center; hold 4 years; then destroy upon resolution
of federal audit questions.

Reason for change:

Reference: 41 CFR 29-70.2035-1 and CETA Forms Preparation Handbook, Chapter VI.

Item 3.A Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY:

Division Director/Designee:

Date

Records Management Officer (RM&C):

Date

Chief, Records Management and Controls:

Date

ESA Director:

Date

State Auditor/Designee:

Date

Secretary of State/Designee:

Date

Attorney General/Designee:

Date

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number _____

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
SEP 18 1980	76-142-A	NOV 17 1980

Record Series Title: 76-142 CETA Trainee Paid Allowance
Check Files

Person to Contact: _____

Item number to be amended: Item 16 on old form Telephone No. 656-3040
Item 10b on new form (3/80)

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

Ga Code 54-637(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70203b-3b1,2.

Division Director/Designee: *[Signature]* Date 9/2/80

Records Management Officer (RM&C): *[Signature]* Date 7/30/80

ESA Director: _____ Date _____

State Auditor/Designee: *[Signature]* Date 10-30-80

Secretary of State/Designee: *[Signature]* Date 10-27-80

Attorney General/Designee: *[Signature]* Date 11-12-80

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number
76-142-A

Application Date:

~~May 11, 1976~~
Nov. 17, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received JUL 14 1982 Application No. 76-142-A Date Completed JUL 20 1982

Record Series Title: Comprehensive Employment Training
Act (CETA) Trainee Paid
Allowance Check Files

Person to Contact: W. F. Reynolds

Item number to be amended:

Telephone No. 656-3074

24 and 25

Reads as follows:

Item 24: require files to be kept 4 years; administrative decision.

Item 25: Cut off file at end of F.Y., hold in current file area 1 year or until
federal or state audit is completed, whichever is later; then transfer
to State Records Center; hold 3 years, then destroy.

Amended to read: Note: because the form design has changed, items 24 and 25 above correspond
to items 11 and 12 below; the former using the old form and the latter using
the new.

Item 11: Federal Retention Instructions, Prime Sponsor instruction No. 80-025

Item 12: Records created on or before 30 Sept. 1978: Destroy 30 September 1983.
Do not destroy until all audit questions are resolved.
Records created on or after 1 October 1978: Cut off files at end of
each fiscal year; hold in current files area 1 year; then transfer
to State Records Center; hold 4 years; then destroy upon resolution
of federal audit questions.

Reason for change:

Reference: 41 CFR 29-70.203b-1 and CETA Forms Preparation Handbook, Chapter VI.
Item 3.A Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY:

Division Director/Designee: _____

Date _____

Records Management Officer (RM&C): Mike Cuckey

Date 7/6/82

Chief, Records Management and Controls: William D. Johnson

Date 7/6/82

ESA Director: Walter Brown

Date 7/7/82

State Auditor/Designee: W. S. Smith

Date 7/12/82

Secretary of State/Designee: Carroll Hart

Date 7-15-82

Attorney General/Designee: S. J. G. [Signature]

Date 2-14-82

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date February 3, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-031		Date Received FEB 10 1976	Application No. 76-142 Date Completed MAY 11 1976
3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit - Rm 367 State Office Bldg Atlanta, Georgia 30334		4. Person to Contact C. R. Ridge	5. Working Title Supervisor
		6. Tel. No. 656-3074	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 08/01/74 to date	9. Exact Series Title Comprehensive Employment Training Act (CETA) Trainee Paid Allowance Check Files.
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10. What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements. The Division administers the payment of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment record for each individual trainee; receives and processes weekly requests for payment of allowances, wages and payment of Incentive Allowance and Training Related Expense to participant enrolled in the Work Incentive Program. Makes periodic audit and review of payment records to prevent duplicate or overpayments and maintains records to ascertain continued eligibility.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing funds to participants of programs initiated by the Comprehensive Employment Training Act.

Included are: cancelled checks for wages and allowances earned through programs initiated by the Comprehensive Employment Training Act.

File is arranged: chronologically by date check paid; thereunder numerically by check number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	0	0		30	10
Legal-size File Drawers	0	0	Floor Space Occupied (Square Feet)	In Office(s) 14	In Storage Area(s) none
3 X 8 Card Trays	22	.38		This Year's 0	Last Year's 0
			AVERAGE DAILY REFERENCES	Preceding Year's 0	All Prior Years 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | | |
|---|-------------------------------------|-------------------------------------|
| | YES | NO |
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? <u>Federal Register</u> (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 4 years:


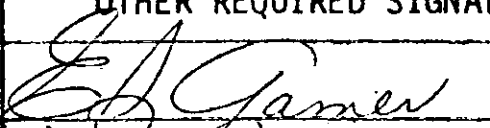
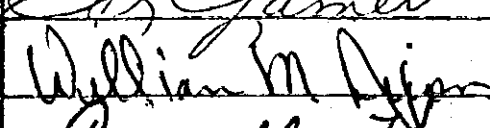
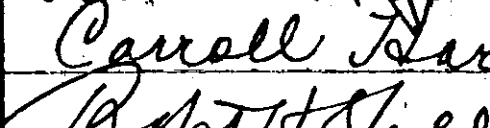

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
See item 22

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER See below, then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Cut off file at the end of each Fiscal year, hold in current files area 1 year or until Federal or State Audit is completed, whichever is later, then transfer to State Records Center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

To eliminate the necessity of using much needed filing equipment and space ~~with~~ with files that are now inactive but must be held for 4-years before destruction.

Records Management Officer (Signature) 	Date <u>2-9-76</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<u>2-5-76</u>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<u>5-7-76</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<u>2-19-76</u>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<u>5-10-76</u>

STATE RECORDS
COMMITTEE

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
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1. Application Date February 3, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-031		Date Received FEB 10 1976	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit - Rm 367 State Office Bldg Atlanta, Georgia 30334		4. Person to Contact C. R. Ridge	
		5. Working Title Supervisor	6. Tel. No. 656-3074

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
08/01/74 to date9. Exact Series Title Comprehensive Employment Training Act (CETA)
Trainee Paid Allowance Check Files.

10. What is the function of the office in which this record series is created?
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Legal-size File Drawers	0	0	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
3 X 8 Card Trays	22	.38		11	none		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	0	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
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24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
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Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	2-9-76		
26. Recommendations in paragraph 25 are: FIRMA	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-5-76
	State Auditor/Designee DOL <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-14-76
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-19-76
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		